

QUICKFUND\$ FOR EDUCATORS BUDGET FORM 7-B

Applicant Name _____ **Date** _____

Fill out the appropriate Teacher Incentive or Professional Development section below:

☐ **Teacher Incentive Grant:** Expenses for Project or Activity

Planning Time _____ \$ _____
(Funds needed by the applicant for time to work on a project.)

Supplies/Materials

Itemize _____ \$ _____
_____ \$ _____
_____ \$ _____

Fees for Services and Other Expenses (technical, production, consultant, space or equipment rental, shipping, etc.)

Itemize _____ \$ _____
_____ \$ _____

Travel/Subsistence (Private vehicle @ .45 per mile) Cost allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage _____ \$ _____
Meals (not to exceed \$30 per day) _____ \$ _____
Lodging _____ \$ _____
Other _____ \$ _____

TOTAL COST OF PROJECT \$ _____

Total Grant Request (up to \$1,500) \$

Note: Required match ratio 1:3. For example, if you request \$1,500, the match must be at least \$500.

☐ **Professional Development:** Reimbursable expenses for applicants to attend workshops, conferences, educational events, and seminars. Copies of receipts for fees, lodging, and airfare are required for reimbursement.

Fees (Workshop/Conference/Seminar/Conference Materials/etc.)

Itemize _____ \$ _____
_____ \$ _____
_____ \$ _____

Travel/Subsistence (Private vehicle @ .45 per mile) Cost is allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage _____ \$ _____
Meals (not to exceed \$30 per day) _____ \$ _____
Lodging _____ \$ _____
Other _____ \$ _____

TOTAL COST OF ACTIVITY \$

TOTAL REIMBURSEMENT REQUEST (up to \$750) \$

Note: Required cash match ratio 1:1. For example, if you request \$750, the match must be at least \$750.